



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 1650.13A
CPLO
27 FEB 01

AIR STATION ORDER 1650.13A

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: SERVICE PERSON OF THE QUARTER FOR CARTERET COUNTY

Ref: (a) SECNAVINST 1650.1F
(b) ABO 1650.2F

Encl: (1) Sample Ltr for Area Service Person of the Quarter (Jan,
Apr, Jul, Oct)

1. Situation. To provide guidance and establish procedures for the selection of an enlisted Marine/sailor as the MCAS Cherry Point Area Service Person of the Quarter for the Carteret County Chamber of Commerce.

2. Cancellation. ASO 1650.13.

3. Mission. As part of a continuing effort to strengthen the relations between the Air Station and neighboring communities, and to develop and maintain public interest, the Carteret County Chamber of Commerce will honor the MCAS Cherry Point, Area Service Person of the Quarter. The award is public recognition to the recipient and the Marine Corps. The award is based on an evaluation of duties performed or a conspicuous act of service which is above and beyond that which is normally expected and distinguishes the individual from those performing similar acts or services.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Commanders at all levels will make maximum use of available sources in evaluating and recommending individuals who display outstanding qualities of leadership, acts of service, or those traits which are essential for the selection of this award.

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(b) Whenever an enlisted member performs commendably beyond the usual requirements of duty, displays exceptional energy, or judgment of initiative, a report should be made to his CO by the senior member who observed the meritorious act.

(c) Recommendations for awarding a military decoration will be submitted in accordance with the references.

(2) Concept of Operations

(a) A selection board, consisting of MCAS Sergeant Major (Chair), Community Plans and Liaison Officer, 2d MAW Sergeant Major and Master Chief Petty Officer, Naval Hospital will convene to consider nominations. This board will be guided in its selection by this Order, the letters of nomination, and other directives that may be issued from time to time.

(b) Nominations will be limited to one nominee per unit/squadron per quarter. Nominations should include a concise description of any meritorious action, biographical information, a comprehensive portrayal of the professional character of the person recommended, and a proposed citation.

(c) The nomination selected by their respective unit/squadron will be submitted to the MCAS Chief of Staff, (Attn: SgtMaj), not later than the 20th of December, March, June, and September for award ceremonies to be held in February, May, August, and November. Nominations from 2d MAW should be submitted via CG 2d MAW, (Attn: SgtMaj).

(d) The individual nominated will be selected for overall outstanding performance or for the execution of a particularly valuable or unusual service. This nominee may be of any enlisted grade.

(e) Individuals selected will be awarded a CG's Certificate of Commendation concurrent with the honors received from the Carteret County Chamber of Commerce.

b. Tasks

(1) MCAS Sergeant Major. Will consolidate nominations for the board, and coordinate the administrative functions required by the selection board.

(2) Community Plans and Liaison Office (CPLO). Will serve as the liaison between the military and civilian communities with regard to this award. They will determine a mutually convenient date and time for the presentation ceremony between the Chamber of Commerce and the Commanding Officer of the selected military individual.

(3) Joint Public Affairs Officer (JPAO). Will provide appropriate publicity for this award.

(4) Commanding Officer of the Individual Selected. Will notify the individual and ensure that military member is present at the ceremony; if recipient cannot attend for any reason, immediately notify CPLO (466-4196). The CO should also be prepared to attend the award ceremony and to introduce and make appropriate remarks substantiating the individuals worthiness for selection of the award.

5. Administration and Logistics.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable the CG 2d MAW, CO's Naval Hospital, NADEP and CSSD-21, and the Marine Corps Reserve.



W. C. DARNER
Chief of Staff

DISTRIBUTION: A

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SAMPLE LTR FOR AREA SERVICE PERSON OF THE QUARTER
(JAN, APR, JUL, OCT)

(UNIT HEADING)

1650
(OFFICE CODE)
(DATE)

From: Commanding Officer, Headquarters and Headquarters Squadron,
Cherry Point
To: Commanding General, Marine Corps Air Station, Cherry Point
(SgtMaj)
(Chain of Command)

Subj: RECOMMENDATION FOR AREA SERVICE PERSON OF THE QUARTER FOR
(1ST, 2ND, 3D, 4TH QTR CY__); CASE OF CORPORAL MARINE A.
THUNDERGRUNT

Ref: (a) ABO 1650.2F
(b) ASO 1650.13B

Encl: (1) Proposed Certificate of Commendation

1. In accordance with the references, the following is submitted:

a. Corporal Thundergrunt continually distinguished himself by superior performance of duty while serving as Assistant Representative and Warfare Instructor of Headquarters and Headquarters Squadron from October 1999 to December 2000. He is a highly motivated Marine who presents himself in an outstanding manner while striving to further his value to the Marine Corps and the local community. As an instructor, he expertly engineered and rewrote all lesson plans, student objectives and handouts, as well as designed training aids for the Basic Defense Course. As a lecturer, his attention to detail, ingenuity in maintaining the attention of his classes, and his ability to express himself make Corporal Thundergrunt an inspiration and shining example for his fellow instructors.

b. On 24 December 1999, Corporal Thundergrunt's professionalism was further attested to when a motorcycle vehicle collision occurred on US Highway 70. By applying immediate action and first aid

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techniques, he was directly responsible for preventing possible loss of life. He did much to ease the victims' minds by his comforting words.

2. Through his assignment, Corporal Thundergrunt displayed initiative, dedication, and leadership far exceeding those which are asked or expected. His positive attitude and good-nature have enriched all who have worked or came in contact with him.

3. It is with enthusiasm that Corporal Thundergrunt is recommended for the Marine Corps Air Station, Cherry Point, Area Service person of the Quarter. The enclosure is forwarded for consideration.

Signature of Commanding Officer

ENCLOSURE (1)

PROPOSED CERTIFICATE OF COMMENDATION

COMMANDING GENERAL, MARINE CORPS AIR STATION, CHERRY POINT

CORPORAL MARINE A. THUNDERGRUNT, UNITED STATES MARINE CORPS

superior performance of duty while serving as xxxxxxxxxxxxxxxxxxxxxxxx
xx
x xx. During this period, Corporal
Thundergrunt performed his demanding duties in an exemplary and
highly professional manner. xx
xx.
Xxx.
Corporal Thundergrunt's diligent efforts, attention to detail and
devotion to duty reflected great credit upon himself and were in
keeping with the highest traditions of the United States Marine
Corps.

ENCLOSURE (1)